

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4440

**TITLE:** CORRECTIONAL HEALTH SERVICES ADMINISTRATOR

**GRADE:** S-29

**DEFINITION:**

Under the direction of the Deputy Sheriff Major serving as division commander of Support Services, manages, directs, and coordinates the medical services provided by staff in the Adult Detention Center's Medical Section; manages, oversees, and provides guidance for all medical staff, including nurses, contractors, case managers, technicians, and clerical workers; develops institutional standards to ensure compliance with all agency, state, and national health care standards; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a single-position class. The incumbent supervises the Adult Detention Center's Medical Section, which provides inmate treatment for medical and dental requirements. In addition, is responsible for management of all contracts related to the provision of inmate health care

**ILLUSTRATIVE DUTIES:**

Oversees and directs the efficient provision of medical and dental services for inmates of the Adult Detention Center;  
Coordinates with specialty supervisors to provide guidance for all staff;  
Develops and maintains institutional standards to ensure compliance with agency operating procedures and health care standards adopted by the American Correctional Association, the National Commission on Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;  
Coordinates the Branch's budgetary and accounting functions;  
Works in conjunction with Financial Services Branch in the management of all medical related contracts;  
Oversees establishment of fees and rates for co-pay services;  
Coordinates and oversees development and maintenance of programs for services, research, and preventive medicines;  
Serves as the agency's liaison with community health and welfare programs;  
Evaluates medical services and care to ensure their effectiveness;  
Represents the agency at interagency and community meetings, board meetings, etc.;  
Prepares reports as necessary.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of health care policies, procedures, and practices;  
Thorough knowledge of agency operating procedures and health care standards adopted by the American Correctional Association, National Commission on Correctional Health Care, Virginia Board of Corrections, and Virginia Board of Health Professionals;

Knowledge of supervisory principles, practices, techniques, and procedures;  
Knowledge of County personnel, budgeting, and procurement policies and procedures;  
Skill in establishing and maintaining effective working relationships with co-workers, subordinates, other staff members, inmates, and their families and attorneys;  
Skill in managing the work of subordinate health care professionals.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a master's degree in nursing, clinical nurse specialist; clinical psychology; PLUS  
Seven years of professional health care experience, including two years of administrative and/or managerial experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**SPECIAL REQUIREMENTS:**

Prior to appointment, must successfully complete a criminal background investigation, a polygraph examination, and a psychological examination;  
Must undergo a medical screening prior to starting work.

REVISED:	September 1, 2009
REVISED:	April 18, 2008
REVISED:	October 16, 2006
REVISED:	June 30, 2003
ESTABLISHED:	July 21, 1997